



**TOWN OF ABINGDON**  
**Abingdon, Virginia**

**Director of Human Resources**

The Town of Abingdon, Virginia is currently taking applications for the position of Director of Human Resources. This position operates under the direct supervision of the Town Manager and is responsible for the oversight of the town's human resources department providing HR support to approximately 140 full time employees. The Director of HR is responsible for maintaining and administering employees benefits, personnel manual and policies, employee relations and training, assists with the recruitment and selection process, safety compliance and related work as required. Candidates should possess knowledge of HR administration and have the ability to establish and maintain effective working relationships with town officials, staff, other public officials and the general public. Applicants should hold a minimum of a bachelor's degree in Human Resource Management or a closely related field and have five (5) to seven (7) years of experience working in human resources with experience in local government, coordination of employee benefits, VRS retirement training and OSHA administration preferred. Salary is DOQ. Applicants need to submit a town of Abingdon employment application which can be completed online at [www.abingdon-va.gov](http://www.abingdon-va.gov). Application and resume should be submitted no later than 5:00 p.m. on Friday, April 24th. The town of Abingdon is an equal opportunity employer and does not discriminate on any basis in its hiring practices.